

## PIMA PREVENTION PARTNERSHIP

### *Position Description*

**Position Title:** Peer Health Educator/ Peer Leader Support Staff (Quarter-time) ( ¼ )  
Quarter-Time-Competition of 450 hours by August 31, 2015  
Average of **12 hours** per week.  
Living Allowance: **\$3,202.00**  
Education Award after completion of service: **\$1,468.00**

**Position Description:** The AmeriCorps Member will have access to vulnerable populations and will be responsible for helping with program coordination, distribution of materials, event planning, office needs and general office and field projects.

**Education:**  
High School Diploma or GED preferred, college classes a plus

### **Duties and Responsibilities**

- Assist with program administration for programs including B-Unique Peer Leaders and PALS Program
- Assist with development and distribution of outreach materials
- Assist with maintaining current curriculum materials and developing new materials for trainings and classroom activities in coordination with curriculum standards
- Help with planning of community building and educational events
- Supervise youth participants at various community and educational events
- Co-facilitate with staff, training events for Peer Leader and PALS participants
- Assist with maintaining program documentation including organization of materials for classroom including but not limited to preparing attendance sheets, completing encounters logs, cataloging and filing consent forms and any other related program documentation
- Organize and maintain media files for Peer Leader and PALS events
- Assist with creative development, ordering and inventory of program giveaways
- Create and update community resource database
- Help with general field work including but not limited to distributing supplies to various program sites, shopping for events, delivering surveys to administrative offices and transporting youth to events
- Assist with general office work as deemed necessary by the program staff and management

### **Skills and Abilities:**

- Excellent organizational skills
- Ability to work with a team and also be a self-starter
- Ability to maintain effective working relationships with people of varied social, cultural and educational backgrounds.
- Ability to perform recurring tasks while maintaining a standard of excellence at all times
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Proficiency with oral and written communication Excellent overall computers skills including Microsoft Office, databases, and spreadsheets
- Reliable, insured vehicle for work related travel
- Ability to obtain a current certification in Standard First Aid and CPR

- Ability to obtain a Arizona fingerprint clearance card, clear an updated verification check for cards that have been previously issued and updated FBI checks as well as be cleared by a national public records sex offender check (This position will have access to vulnerable populations)
- Ability to obtain a valid Arizona Driver License and able to be insured under PPP's vehicle standards

**Physical Requirements:**

Must be at least 18 years of age.

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

**Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.**